Development Application

SITE PLAN
(New Site Plan)

Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate "project submittal requirements" can be found on the City's website: http://www.wdm.iowa.gov

Development Application

NO DEVELOPMENT APPLICATION CAN BE ACCEPTED FOR FILING UNLESS ALL REQUIRED INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

_____

Site Location - actual address if assigned (general location if no assigned address):

_____

_____

_____

Legal Description (attach separate sheet if lengthy): Provide electronic Legal Description as well

_____

_____

Project Area: _____ acres (or) _____ sq. ft.

Project Description: _____

_____

_____

_____

_____

OFFICE USE ONLY:

Date Submitted: _____ Fee Amount: _____

Case #: _____ Case Planner: _____

CONTACT INFORMATION

Property Owner(s): _____

Owner Mailing Address: _____

_____

Phone: _____ Fax: _____

Email: _____

(Submit additional sheet(s) for multiple property owners.)

Applicant: _____

Applicant Mailing Address: _____

_____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

_____ _____

_____ _____

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

Impervious Area: sq. ft.

Open Space:	Required		Provided	
	% Total Area	sq. ft	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Ares	sq. ft.
Total:	**%**	**sq. ft.**	**%**	**sq. ft.**

Landscaping:

Buffers	Required	Provided
	Trees:	Trees:
	Shrubs:	Shrubs:

Open Space	Required	Provided
	Trees:	Trees:
	Shrubs:	Shrubs:

Streetscape	Required	Provided
	Trees:	Trees:
	Shrubs:	Shrubs:

Parking:	Required (Indicate Calculation)	Provided
	( ):	General Parking:
	( ):	Handicap:
	Total:	Total:

Area:

Building:

Footprint Area: sq. ft. Total Area: sq. ft. Height: ft. stories

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE ORIGINAL SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY.

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

_____ _____

Signature of Legal Property Owner Date

Part B: Applicant's Signature and Consent
(Use only if the applicant is different from Property Owner.)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

_____ _____

Signature of Applicant Date

Part C: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project.
I understand that the traffic study is **estimated** to cost $_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate**.

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

☐ $100.00 base fee (if total study fee cost is estimated to be less than $2,000)

☐ $____ (at least ½ of the estimated cost)

_____ _____
Signature of Applicant Date

Printed Name: _____

Billing information:

Name: _____

Company: _____

Title: _____

Address: _____

_____

_____

Phone: _____

Email: _____

Legal Documents

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity):_____

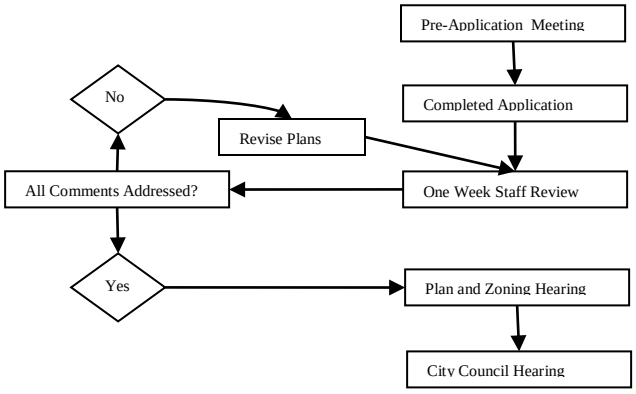
Signatory (Person Signing Document): _____

Title of Person Signing Document: _____

City Of West Des Moines Submittal Requirements

SITE PLAN

(New Site Plan)



Application Fee - full fee is due at time of submittal

☐ $240.00 + $11.00/acre .

Traffic Fee – base fee is due at time of submittal

☐ Signature from Applicant/Owner requesting City initiation of traffic study and agreement to pay fees

☐ $100.00 base fee

☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

Reviewing Bodies

- City Staff
- Plan & Zoning Commission
- City Council
    - **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

A. Your submittal must include the following:

1. ☐ A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. ☐ Completed application form.
3. ☐ One (1) 8½"x11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted.
4. ☐ One (1) 1"=30' scale fire truck turning radius plan illustrating the proposed vehicle circulation pattern.
5. ☐ One (1) set of colored elevations for all sides of proposed buildings and/or structures which illustrate architecture, materials, and color palette. The elevation drawings should be at such a size as to appropriately show architectural detail. The applicant shall also have a materials board available upon staff's request.
6. ☐ One (1) set of manufacturer cut-sheets or light fixture details for **all** exterior light fixtures.
7. ☐ Two (2) copies of the Storm Water Management Plan.
8. ☐ Eight (8) copies of the site plan(s) (24"x36", **folded**).
9. ☐ Two (2) reduced copies of the site plan (s) (8½"x11").
10. ☐ One (1) PDF copy of the site plan(s)
11. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project.

B. Your Site Plan shall include at least the following:

1. ☐ Legal description including total area of the property.
2. ☐ Date, compass point, legend of symbols, scale (written and graphic).
3. ☐ Vicinity map that accurately represents the area including recent developments.
4. ☐ Address(es), if assigned.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant.
7. ☐ Notation of existing Comprehensive Plan land use designation and requested proposed land use.
8. ☐ Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning.
9. ☐ Notation of the number of parking spaces required by Code and number provided, including formulas used to calculate requirements.
10. ☐ Calculations of the amount of paved and/or impervious surfaces proposed shown in both square footage and percentage of the total site.
11. ☐ Notation of required open space and calculations of the amount provided shown in both square footage and percentage of total site.
12. ☐ Property boundary lines including dimensions to the nearest one-hundredth of a foot.
13. ☐ Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
14. ☐ Existing topography and site features of adjacent properties for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
15. ☐ Identification of existing and proposed drainage-ways, detention areas, and applicable engineer's calculations.
16. ☐ Typical cross section detail for swales and major drainage ways.
17. ☐ Identification of any structures (i.e. retaining walls) necessary to achieve the stated grades. Provide engineering specifications and calculations.
18. ☐ Typical cross-section of right-of-way for any grading within the right-of-way.
19. ☐ Identification of staging area for construction activities and soil stockpiling.
20. ☐ Location of proposed access drives to be utilized during construction and materials used to construct such drives.
21. ☐ Identification of measures to keep mud and rock off of public streets during grading activities. Name and contact information of individual responsible for insuring mud and rock are cleaned off of public streets on a daily basis.
22. ☐ Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
23. ☐ Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures.
24. ☐ Location, footprint, size and use of all buildings and structures, existing and proposed, and required setback lines shown and required distance indicated.
25. ☐ Total square feet of all building floors, individually and collectively separated by existing and proposed.
26. ☐ Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private.
27. ☐ Existing and proposed easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or private.
28. ☐ Notation of the book and page number of all existing easements.
29. ☐ Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
30. ☐ Detail of all intersecting corners of street and access drives including label with the appropriate radius in accordance with current West Des Moines design standards.
31. ☐ Location of parking areas, parking lot setbacks, loading zones, access drives, ingress/egress points, and island shall be shown and dimensioned.
32. ☐ Identification of the type of surfacing, curbing, etc., used for parking areas, drives, sidewalks and trails.
33. ☐ Location of all existing street lights.
34. ☐ Location and detail of trash enclosures, including elevation.
35. ☐ Location and screening methods for mechanical equipment, ground and roof-mounted.
36. ☐ Location, width, detail of buffers (walls, fences, vegetation or other artificial screening material to be used), notation of required types and quantities and schedule of all buffer plantings.

37. ☐ Notation of required number and type of landscape plantings and calculations of the quantity and types proposed.
38. ☐ Location of all existing trees. Indicate those trees to be preserved and include illustration and details of preservation methods to be used.
39. ☐ Identification of proposed landscape vegetation and notation of required types, sizes, and quantities. Include a schedule of plantings, separate from buffer plantings, which identifies scientific and common names, quantity and sizes at time of planting.
40. ☐ Identification of all other site development and landscape features (i.e., detention areas or ponds, walkways, vegetation, walls, fences, monuments).
41. ☐ Provide an updated Storm Water Pollution Prevention Plan (SWPPP) specific to this project. The person or firm designated as the contact for erosion control issues shall be provided, along with their phone number.
42. ☐ Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable. Provide the 100 year flood plain elevation based on the new Flood Insurance Rate Map (FIRM) dated February 16, 2006.
43. ☐ All lots with overland flowage easements shall have a minimum opening elevation (MOE) corresponding to the elevation of the overland flowage easement. Notation of minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the surveyor shall include a statement which documents such.
44. ☐ Provide a grade elevation for overland flowage easements at all points where the easement crosses a property line, including where the easement runs to the street or crosses the rear property line.
45. ☐ Document that a Conditional Letter of Map Revision (CLOMR), or a Letter of Map Revision application (LOMR) has been submitted to FEMA before work begins, if applicable. The application shall be based on the proposed first floor elevations.
46. ☐ Identification of all exterior lighting including fixture details and locations including building and signage lighting.
47. ☐ Notation of two (2) City of West Des Moines bench marks.
48. ☐ Prior to any grading or site work takes place, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted to either the Chief Building Inspector (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602). If an authorized NPDES permit already provides coverage for this development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms the coverage includes the proposed project shall be submitted to either the Chief Building Inspector (rvangenderen@wdm-ia.com) or the assigned planning case advisor (facsimile to 515-273-0602).
49. ☐ Provide a specific construction detail for all exterior stairways or steps, including rise & run, handrails, handrail extensions, and guardrails; or confirm that there are no steps or stairs.
50. ☐ Provide a specific construction detail for all exterior ramps and sidewalks, including slopes, curb cuts, slip resistant surfaces and elevations.
51. ☐ Provide a specific handrail detail for ramps and sidewalks or confirm in writing that all sidewalk slopes are less than 1 until vertical in 20 units horizontal. Steps are an acceptable alternative, if not part of the accessible route.
52. ☐ Provide a note as part of the ramp detail that an on-site inspection shall be requested with the Building Division at (515) 222-3630, prior to placement of any concrete ramps.
53. ☐ Provide engineering drawings for any retaining walls which exceed 4 feet in height, or confirm in writing that any retaining walls needed for the site will not exceed 4 feet in height.
54. ☐ Provide a guardrail detail for retaining walls that are 30” or more above grade, or confirm in writing that the walls are less than 30” above grade.
55. ☐ Lots with overland flowage easements located in the side yard (parallel to the side yard property line) shall also have an elevation established at mid-point between the front and rear property lines, and there shall be a corresponding minimum protected opening elevation for the structure.
56. ☐ A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavating or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
57. ☐ Acknowledge in writing that the project civil engineer or design professional shall provide as-built documentation that the storm water drainage system has been constructed as designed. The as-built shall be forwarded to the City before issuance of the final occupancy permit, and shall include elevations, detention and retention pond capacity, piping restrictors, and any pertinent aspects of the storm water system.

58. ☐ Acknowledge in writing that the following information has been forwarded to the building architect prior to site plan approval and building plan submittal: The proposed project exceeds 3,000 square feet and will be required to

provide vestibules for entrance as required by the State adopted 2009 International Energy Conservation Code (Section 502.4.7). For follow-up questions contact the Chief Building Official at (rvangenderen@wdm-ia.com) or 515-222-3630.

59. ☐ Confirm in writing that all accessible parking spaces are located on the shortest possible accessible circulation route to the main entrance of the building.
60. ☐ Confirm in writing that there are at least two (2) accessible means of egress with a continuous exit path away from the building for tenants that will require two exits. The continuous path may include landings, ramps, handrails, guards, etc., specifically from a rear or secondary exit.
61. ☐ Provide a cross section detail showing a maximum slope of 1 unit vertical in 3 units horizontal for the first 10-15 feet of any detention ponds, lakes, water landscape features, etc., or provide details for fencing.
62. ☐ Acknowledge in writing that a report certified by a third-party recognized testing agency, acceptable to the City, shall be submitted to document the thickness and strength of the pavement, the sub-grade compaction, compliance with the Metro Design Standards for streets, and the standards listed in the West Des Moines "Off Street Parking Ordinance" for private streets, parking lots, and driveways.
63. ☐ If an underground parking structure is incorporated, acknowledge in writing that at least one exit from the parking structure will meet accessibility requirements for emergency exiting, by providing a maximum slope of 1 unit vertical in 12 units horizontal for the vehicle ramp, an area of refuge, or by similar means.
64. ☐ Other considerations pertinent to the proposal may be requested for illustration or statistical purposes.

For Residential Plans:

1. ☐ In order to determine if accessibility provisions apply, provide description regarding whether the town home units are slab on grade, one story with basement, two story, or similar.
2. ☐ Confirm that the lots with designated detention easements and overland flowage easements will still have at least 20' of usable rear yard behind the residence, which is not part of the easement and will not be rendered unusable during seasons when the detention and flowage is being utilized. The 20' shall be measured from any deck, seasonal porch, or similar, to the easement.
3. ☐ On the residential lots, the setback for attached garages shall be a minimum of 20 feet, which will allow for a vehicle to be parked in front of the garage without encroaching on the sidewalk or public right-of-way. This issue shall be addressed on the final plat and/or specific plan with an additional setback line, or individual site layouts for each lot that clearly show garage location.
4. ☐ Private sanitary sewer lift stations(s) shall require a DNR permit; an approved copy shall be provided to the City. Lift stations shall be designed by a professional engineer; and be designed, constructed, operated and maintained in accordance with the DNR Design Standards and permit requirements. Upon completion of the installation, the professional engineer of record will be required to provide certification to the City (submit to planning case advisor's attention) that the lift station was constructed in accordance with the DNR approved construction plans. Said confirmation shall be submitted before the approval and release of a final plat of any parcel utilizing said lift station.
5. ☐ Indicate whether apartments or condos for medium and high density residential plans.
6. ☐ Total number and type of proposed dwelling units.
7. ☐ Provide a detail confirming that all foundations supporting wood shall extend at least 6 inches above adjacent grade and the clearance between any siding material and the sod shall be a minimum of 6 inches.
8. ☐ Provide a detail confirming that the grade immediately adjacent to the foundation shall be sloped away from the building no less than 1 unit vertical to 12 units horizontal for a minimum of 6 feet measured perpendicular to the foundation.

C. Standard Notes to be included on the cover sheet, site layout sheet, or utility sheet

1. ☐ "All water work, public or private, shall be done in accordance with West Des Moines Water Works Standard Specifications."
2. ☐ "Contractor shall notify West Des Moines Water Works at least one week prior to building construction."
3. ☐ "The General Contractor shall be responsible for the coordination of work of all subcontractor(s) involved in the project."
4. ☐ "Contact Building Inspection (515-222-3630) a minimum of 24 hours in advance for private utility installation inspections."
5. ☐ "The General Contractor shall be responsible for compliance with the West Des Moines Water Works and the City's Cross Connection Control/Containment Provision" *(Utility Sheet Only)*
6. ☐ "The General Contractor shall be responsible for the proper installation of an approved Backflow Prevention Assembly(ies) for containment in all new construction. Backflow prevention to be installed per City Ordinance 1297,

54-1998. Contractor shall notify West Des Moines Water Works, Ralph Renteria, Engineering Technician (515-222-3465) a minimum of 24 hours after installation and testing of all backflow devices to schedule final inspection." (*Utility Sheet Only)*

7. ☐ Designated buffers shall be labeled as a "NO BUILD AREA".
8. ☐ "All lights are to be downcast cutoff variety. Wall packs are prohibited. The maximum illumination allowed at the property line is 1 foot-candle."

D. Fire Department

1. ☐ General guideline: If a car can access the area, the fire truck must be able to access the car. All areas designed for vehicular traffic will need to be accessed by the ladder truck.
2. ☐ Turns are made using the outside turning radius for the complete truck. On average the turning lines are held away from the curbing a minimum of three (3) feet.
3. ☐ The center line of the truck template is not used past the center of the street. This type of turn is an extreme movement.
4. ☐ Rolled curbs are not acceptable as being able to mount inside the turning radius.
5. ☐ Generally, two remote accesses will be required for a site for safety access at all times, including during construction.
6. ☐ Fire lanes must be a minimum of 20 feet total clearance.
7. ☐ All canopies must have minimum 14 foot clearance or contain signage indicating clearance.
8. ☐ One (1) fire hydrant must be within 100' of the fire department connection (sprinklers) in addition to municipal hydrants located on public streets. Others must meet Appendix C of the International Fire Code (2006) for number and distribution around the building site.
9. ☐ Fire department sprinkler connection shall be placed on a readily accessible side to the building with a drive aisle running alongside it. Strobe lighting will also need to be installed above the connection tied to the fire alarm. A minimum clearance of 5 feet must be maintained around the fire department connection.
10. ☐ Landscaping provided within the 5 foot clear zone must be of a ground cover variety and not grow more than 15 inches in height.

E. Water Works (to be shown on Utility Sheet)

1. ☐ Provide a quantities list of water main and appurtenances.
2. ☐ Final plans must be signed by a civil engineer registered in Iowa (4 sets)
3. ☐ Minimum water main size shall be 8-inch. Larger size may be required.
4. ☐ Water mains are to be located on the South or West sides of streets.
5. ☐ Water mains are to be located no closer than 4 feet to the street curb line.
6. ☐ Show existing water mains and appurtenances.
7. ☐ A fire hydrant is required at every street intersection. Fire hydrants are to be installed at the entrance and end of cul-de-sacs.
8. ☐ Intermediate fire hydrants provided at 450 feet maximum spacing. On cul-de-sacs greater than 500 feet, equally spaced intermediate fire hydrants are to be installed.
9. ☐ Fire hydrants are placed at high points or low points whenever possible.
10. ☐ Fire hydrants are to be located on the projections of property lines.
11. ☐ Valves are to be located at intersections (allowing one unvalved pipe).
12. ☐ Valves are to be equally spaced between intersections at not more than 800 feet apart.
13. ☐ Valves are to avoid being located in sidewalks and probable driveway locations.
14. ☐ Fire lines and domestic service lines shall have separate shut offs 5 feet outside of the building. The domestic service line can be tapped into the fire service line and shall have a shut-off adjacent to the fire service line shut-off.
15. ☐ A blow-off hydrant shall be installed on all temporary dead ends.
16. ☐ For building construction submit water usage requirements for proper sizing of the water meter.
17. ☐ Service lines shall have a curb valve (shut-off) 6 feet from the property line in the right-of-way and shall not be in the sidewalk.
18. ☐ Show water service lines into the building.
19. ☐ Dead ends are to be eliminated whenever possible.

F. Police

1. ☐ Ensure that lighting and landscaping are utilized in such a way as to encourage security, minimize criminal mischief, vandalism and theft.

    - Maintain tree canopies at least 7 ft above the ground.

- Keep shrubs trimmed to less than 3 ft. except where privacy or environmental noise mitigation is a primary concern.
- Grade land where practical without substantially altering the natural terrain to provide unobstructed sight lines within the project and from adjacent streets and developed areas.
- Use open landscaping and see-through fences instead of solid walls or hedges for boundaries where privacy or environmental noise mitigation is not needed.
- Orient buildings in a complex for good visibility of the streets, parking lots, and other buildings in the complex.
- Orient parking spaces to provide good visibility between cars.
- Orient houses in a neighborhood for clear visibility of the streets and the sides of nearby houses.
- Use open or see-through structures for exterior stairways, walkways, porches, sitting areas, patios, parking spaces, etc.
- Use open structures for interior walls; in parking structures and garages.
- Eliminate possible hiding or entrapment spots along pedestrian paths.

STORM WATER MANAGEMENT PLAN

(Minor & Major Modifications, Final Plats, Site Plans,
Permitted Conditional Use Permits, Specific Plans within the Town Center Overlay District,
and Site Plans within the Town Center Overlay District)

Public Works Department
4200 Mills Civic Parkway
West Des Moines, IA 50265-0320
515-222-36480 (phone)
515-273-0603 (fax)
www.wdm.iowa.gov

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City Of West Des Moines

STORM WATER MANAGEMENT PLAN REQUIREMENTS

Required with the submittal of:

- Specific Plans within the Town Center Overlay District;
- Site Plans within the Town Center Overlay District;
- Final Plats;
- Permitted Conditional Use Permits;
- Site Plans;
- Major Modifications; and
- Minor Modifications (only needed for projects that increase or modify existing impervious surfaces).

The following are guidelines intended to assist the Design Engineer in the development of a Storm Water Management Plan (SWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the SWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The SWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Storm Water Management Plan is to demonstrate **in detail** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. The storm water management plan should define specifically what storm water management methods or facilities will be used and where they will be located. Calculations supporting the proposed management methods will need to be included in the SWMP document.

If the development proposals is for a site in which either a MSWMP or a SWMP has already been completed, the SWMP for the development proposal under review must illustrate alignment with the previously submitted and approved management plan. For example: the SWMP for a site plan development proposal would need to be in alignment with the management plan submitted in conjunction with the subdivision plat. It will be necessary for the design engineer to provide detailed calculations to illustrate compliance to the previously approved management plan.

Your Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

A. Cover Sheet which includes:

1. ☐ Name of project.
2. ☐ Identification of the enclosed documentation as 'Storm Water Management Plan'.
3. ☐ Date.
4. ☐ Space for insertion of project number once assigned by the City.
5. ☐ Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan.
6. ☐ Engineer's Professional Certification (final copy signed in contrasting ink).

B. Table of Contents

C. Project Description Page which includes:

1. ☐ A description of existing site conditions.
2. ☐ A description of existing site drainage patterns.
3. ☐ Description and details of the proposed development.
4. ☐ Description and explanation of storm water analysis utilized (computer generated hydrographs, etc.).
5. ☐ A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc.) contained within the WDM design standards are being accommodated and met.

D. Calculations, including as applicable:

1. ☐ Allowable site release rates.
2. ☐ Runoff hydrographs.
3. ☐ Storm water detention volume requirement.
4. ☐ Storm water detention volume proposed.

5. ☐ Outlet control calculations (orifice, weir, etc.).
6. ☐ Critical design elevations (high water detention elevation, etc.).
7. ☐ Pipe capacity calculations.
8. ☐ Swale/ditch conveyance capacity calculations including analysis of high water levels, velocities, etc.
9. ☐ Supporting calculations for proposed erosion control/energy dissipation measures including calculations verifying adequacy of proposed erosion control/energy dissipation measures for storm sewer/pond outlets, culvert inlets and outlets, swales/ditches, etc.

E. Existing Drainage Contour Map which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc., and any other relevant on-site or off-site information.

F. Proposed Drainage Contour Map which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc.), detention areas, post development drainage patterns, and any other relevant on-site or off-site information.

G. Project Summary identifying:
1. ☐ Method(s) of proposed storm water management.
2. ☐ Key design conclusions.
3. ☐ Discussion of how the proposed management methods comply with current WDM design standards.
4. ☐ Post development storm water impacts to adjacent private properties.
5. ☐ Mitigation measures for any potential impacts.

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.

TRAFFIC ANALYSIS FEES
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	$100 1st 100 Trips, plus $1.25/additional Trip	$100 1st 100 Trips, plus $1.25/additional Trip	$100 1st 100 Trips, plus $1.25/additional Trip	$100 1st 100 Trips, plus $1.25/additional Trip	$100 1st 100 Trips, plus $1.25/additional Trip, plus $0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	$100 1st 100 Trips, plus $1.25/additional Trip	$0 Additional Fee	$0 Additional Fee	$0 Additional Fee	$0.50/additional Trip for driveway analysis
	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$0 Additional Fee	$0 Additional Fee	$0.50/additional Trip for driveway analysis
	NA	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$0 Additional Fee	$0.50/additional Trip for driveway analysis
	NA	NA	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	$100 1st 100 Trips, plus $1.25/additional Trip	$100 fee, plus 25% of Initial Fee	$0 Additional Fee If Combined Apps.	$0 Additional Fee If Combined Apps.	$0.50/additional Trip for driveway analysis
	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$100 fee, plus 25% of Initial Fee	$0 Additional Fee If Combined Apps.	$0.50/additional Trip for driveway analysis
	NA	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$100 fee, plus 25% of Initial Fee	$0.50/additional Trip for driveway analysis
	NA	NA	NA	$100 1st 100 Trips, plus $1.25/additional Trip	$100 fee, plus 25% of Initial Fee plus $0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	$100 fee minimum, plus 25% of Initial Fee per analysis	$100 fee minimum, plus 25% of Initial Fee per analysis	$100 fee minimum, plus 25% of Initial Fee per analysis	$100 fee minimum, plus 25% of Initial Fee per analysis	$100 1st 100 Trips min., plus $1.25/additional Trip, plus $0.50/additional Trip for driveway analysis

NOTES
(1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
(2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
(3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
(4) Includes Permitted Conditional Use Reviews